

**Job Posting Date: June 27<sup>th</sup>, 2017**

**Application Review Date: July 11<sup>th</sup>, 2017 at 4:00pm**

**Job Title:** Administrative Assistant – Extended Learning

**Location:** Mayville, ND

**Compensation:** Salary is commensurate with education, credentials and experience. Competitive fringe benefit package to include:

- Employer paid full family coverage for health insurance
- Retirement plan
- Education tuition waiver benefits
- Additional benefits can be found by [clicking here](#).

**Who can apply:** Internal/external candidates eligible to work in the United States

**Job Description:** The Office of Extended Learning is looking for a departmental administrative assistant. This person reports to the Director of Extended Learning. Responsibilities include acting as a receptionist; handling daily correspondence; answering student and other questions regarding Extended Learning classes and programs and/or directing to appropriate parties; responding to student information requests; processing dual credit and nondegree student application file materials and keeping applicants informed on the progress of their application status; managing confidential materials on a daily basis; maintaining office equipment and supplies; coordinating trainings and other special events; coordinating marketing mailings and digital campaigns; completing departmental billing paperwork; tracking and approving exam proctors; recording minutes at meetings; preparing publications; updating departmental webpages; and assisting the director and other staff members with state authorization and compliance, research, data collection, digital imaging, and other on-going departmental projects.

**Minimum qualifications:**

- 2 year degree in Business Administration or Office Support or 1 year of experience working in an office setting
- Detail-oriented and able to prioritize time, ability to maintain confidentiality and use discretion
- Ability to establish administrative systems within the office
- Proficient in Microsoft Office (including Word, Outlook, Excel, PowerPoint, and Publisher)
- Strong communication skills (interpersonal, written, and oral)
- Flexible and able to coordinate multiple projects and tasks at one time

**Preferred qualifications:**

- Experience working with diverse populations, including adult learners, in an academic setting
- Proven ability to work in a self-directed environment
- Knowledge in Outlook or other computer applications
- Ability to learn new technologies quickly
- Previous experience utilizing Oracle or Connect ND
- Knowledge of MSU Extended Learning programs

**Applicants should submit the following materials:**

1. [MaSU Employment Application](#)
2. A letter of application
3. A current resume
4. The names of 3 professional references with each person's position, e-mail address, and telephone number
5. Copy of transcript

Send application materials to: Crystal Beggs HR Director, 330 3<sup>rd</sup> Street NE, Mayville, ND 58257 or email to [crystal.beggs@mayvillestate.edu](mailto:crystal.beggs@mayvillestate.edu)

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For specific questions regarding this position, contact Misti Wuori at 701-788-4631 or email [misti.wuori@mayvillestate.edu](mailto:misti.wuori@mayvillestate.edu)

MaSU is an Equal Opportunity Employer and encourages applications from diverse candidates and candidates who support diversity. ND veteran's preference laws apply to this position. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request. A criminal history background check must be satisfied prior to employment.

ND Relay: <http://www.relaynorthdakota.com/>